



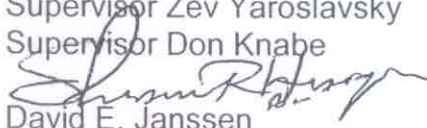
County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
<http://cao.co.la.ca.us>

Syn 9 of
12/20/05

DAVID E. JANSSEN
Chief Administrative Officer

January 19, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
From: 
David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**PLAN OF ACTION AND TIMELINE FOR REQUEST FOR PROPOSALS FOR
MEDICAL MALPRACTICE AND HOSPITAL LIABILITY CLAIMS ADMINISTRATION
AND LEGAL DEFENSE MANAGEMENT SERVICES**

On December 20, 2005, your Board, on a motion by Supervisor Yaroslavsky, instructed the Chief Administrative Office (CAO) to facilitate the creation of a working committee, with representatives from the Departments of Health Services, Coroner, Mental Health, Sheriff, Fire, and County Counsel, to develop program performance and requirement language for the solicitation of Medical Malpractice and Hospital Liability and Legal Defense Management Services; meet regularly and work collaboratively with the working committee towards the development of a Request for Proposals (RFP); provide a written plan of action, including the method and factors upon which the CAO will measure performance and outcomes, and a timeline to the Board in 30 days; and provide quarterly reports to the Board until recommendations for these services are presented to the Board. This memorandum addresses the creation of a working committee and the plan of action and timeline for the Medical Malpractice and Hospital Liability and Legal Defense Management Services RFP. The first quarterly report on the RFP process will be submitted under a separate Board memorandum in March 2006.

The CAO established the working committee to develop the RFP for solicitation of contract services. On January 18, 2006, CAO staff met with representatives from the Departments of Health Services, Coroner, Mental Health, Sheriff, Fire, and County Counsel to discuss the plan of action and timeline. Attached is the timeline of major milestones to complete the RFP process and submit to your Board recommendations

Each Supervisor
January 19, 2006
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for Medical Malpractice and Hospital Liability Claims Administration and Legal Defense Management Services. The method and factors to measure performance and outcomes will be developed by the working committee in conjunction with the RFP's solicitation requirements. Therefore, the method and factors to measure performance and outcomes will be incorporated and addressed in future quarterly reports.

If you have any questions, please contact me or your staff may contact Rocky Armfield, County Risk Manager, at (213) 351-5346.

DEJ:RAA
JWS:mtm

Attachment

c: Executive Officer, Board of Supervisors
County Counsel
Coroner
Fire
Health Services
Mental Health
Sheriff

timeline 12-20-05 motion

**MEDICAL MALPRACTICE AND HOSPITAL LIABILITY CLAIMS ADMINISTRATION
AND LEGAL DEFENSE MANAGEMENT SERVICES REQUEST FOR PROPOSALS
AND CONTRACT RECOMMENDATIONS TIMELINE**

TASK	TARGET DATE
Establish working committee (Departments of Health Services, Coroner, Mental Health, Sheriff, Fire, and County Counsel)	01/13/06
Prepare Request for Proposals (RFP) and select evaluation committee	01/19/06 – 04/17/06
30-Day Report due to Board; Plan of Action and Timeline	01/20/06
First Quarterly Report due to Board	03/15/06
Release RFP	04/20/06
Proposer's conference	05/10/06
Due date for submission of proposals	06/08/06
Evaluation of proposals	06/12/06 – 07/14/06
Second Quarterly Report due to Board	06/20/06
Negotiate contract with selected proposer, and prepare and finalize Board letter and new contract	07/15/06 – 10/06/06
Third Quarterly Report due to Board	09/15/06
File Board letter and new contract with the Executive Office	10/19/06
Board approval of Board letter and new contract	10/31/06
Fourth Quarterly Report due to Board	12/15/06
New contract implementation date	01/01/07